



The Student Government Association

Fall 2020 Plan

On Friday, July 31st, The Catholic University of America announced that classes for sophomores, juniors and seniors will be moved totally online and only freshmen will be welcomed back to campus. Since then, SGA has been preparing to move all of its programs, services, and operations to online systems. This document outlines our plan for the semester.

- I. The Executive - Gerald Sharpe, President
 - A. The Executive Board
 1. Secretary - Abby Anger
 - a) Cardinal Chirp Video after Senate Meetings
 - (1) Senators will record their Cardinal Chirp clips and send to Videographer Allie Wertz directly after the Senate meeting.
 - (2) Allie will have the Cardinal Chirp ready to go by 5pm the next day. Abby will post at 6pm.
 - b) Newsletter- SGA will continue to send monthly newsletters to keep students updated on SGA's advocacy.
 - c) Office Hours Project- To help increase transparency, Office Hours with SGA members will be held on a consistent basis over Zoom.
 - (1) Senators: biweekly
 - (2) Executive Initiative Directors: weekly
 - (3) Executive, Chris Carey, and Jon Norman: weekly
 - (4) Treasury Board Directors: weekly
 - d) Twitter: SGA is creating a new Twitter account. Follow us @catholic_sga!
 - e) Website: Secretary Anger will be hiring a Website Manager as a member of the Promotional Team.
 - f) Hiring of Promotional Staff
 - (1) Kelly Carpenter: Director of the Interior
 - (a) Organizing and optimizing G Drive
 - (b) Cabinet Meeting Minutes
 - (2) Allie Wertz: Videographer

- (a) Youtube
- (b) Filming senate meetings
- (c) Marketing assistance on an as needed basis
- (3) Hiring a Website Manager
 - (a) Application period opens in mid-September.

B. The Cabinet

1. Chris Carey - Chief of Staff and Sr. Director of Executive Initiatives
 - a) Chief of Staff
 - (1) Continue advising the executive through consistent communication to ensure the mission of student government is being met, in line with the philosophy of the elected administration
 - b) Executive Initiatives
 - (1) Facilitate the continued student outreach of the executive initiatives in an online format
 - (2) Ensure consistent office hours of Executive Initiative directors
 - (3) Chair weekly meetings of all 6 executive initiative directors, hold 1 on 1 biweekly meetings with individual directors, and ensure biweekly meetings of each executive initiative
 - (4) Transfer the application process to a purely online medium for EI associate directors
 - (a) Application Process is still to coincide with Senate elections to allow students to apply and run for multiple positions in the body
 - (5) Encourage virtual events in relation to each initiative and its COVID-19 effects
 - (6) Each Initiative will be entrusted to implement a minimum of one community engagement project, such as a mini social media campaign or a zoom event this semester**
2. Jack Shields - Accountant
 - a) **SGA will be putting a freeze on all purchases for the fall semester.**
 - b) The Accountant will focus on drafting a thorough job description so future administrations can utilize this position as well.
3. Erica Farrell - Events Director
 - a) **SGA Orientation will take place on Saturday, September 26th, 2020. Attendance is mandatory for all members for SGA.** The entire Orientation will take place over Zoom; there is no in-person component.

- (1) Opening session for everyone in the morning: prayer from Father Jude, presentation from Gerald Sharpe, and introductions from everyone
- (2) After the morning session, everyone goes to their area of focus session (Senate, EIs, TB, etc). Separate Zoom links for these sessions.
- (3) Closing session at the end for everyone: presentation from VPSA Judi Biggs Garbuio, diversity and inclusion training from Javier Bustamante, closing questions and prayer.
- (4) All Zoom links will be available on both google calendar and in email inboxes.

b) Other SGA Events

(1) Internal

- (a) SGA will continue to have internal town hall style meetings with Administrators to stay updated on University plans in light of COVID-19. These meetings are pivotal to the research and advocacy process.

(2) External

- (a) Executive Initiatives may also host Zoom events that focus on their issue area.

c) Zoom

- (1) Events Director Erica Farrell is becoming very well versed in Zoom to accommodate the switch to online.

4. Jonathan Norman - Research Director

- a) First, there is a focus on hiring more Research Associates in the fall.

- (1) Application Process is still to coincide with Senate elections to allow students to apply and run for multiple positions in the body

- b) The Research Committee is now shifting their attention entirely to Senate policy.

II. The Senate - Gemma del Carmen

A. Senate Elections

1. Multiple information sessions for Senate elections will be held over Zoom at least 14 days before election day (as per the Senate Bylaws). This info session will be combined with the Executive Initiatives, Research Committee info session.
2. Any undergraduate student enrolled at CUA is welcome to run for Senate.
3. For the safety of the members of the campus community and for the sake of fair senate elections, **all campaigning by candidates will be conducted virtually**. This includes first years and other students who are living on campus.

- a) No handouts or fliers will be allowed to be distributed or hung up on campus. This is to ensure that no candidate is given an unfair advantage over another candidate who is not living on campus. For example, a first year student living on campus running for a senate seat for the School of Arts and Sciences will not have an advantage over an off campus student running for the same seat. If allowed to post fliers on campus, an on campus student could have greater campaign visibility than an off campus student.

B. Senate Meetings

1. All Senate meetings for the Fall 2020 Semester will be held over Zoom.
2. Resolutions and bills will be voted on via a roll call vote. Other motions and adoptions will be voted on using a polling link.
3. All motions and “seconds” are to be made in the chat box.
4. The chat box on Zoom will be used to form the speakers list.
5. When the presiding officer gives a first reading of a resolution, she will screen share the resolution on Zoom.
6. VP del Carmen is looking into which polling links we can use (PollEverywhere, Zoom polls, etc).
7. Senators must keep their cameras on during the meeting (few exceptions for extenuating circumstances).
8. Dress code for Senate meetings remains business professional.
9. Public Comment remains at the beginning of the meeting.
10. All Senate meetings will remain open to the public. The Zoom link will be published on all of our platforms.
11. A recording of the Senate meeting will be posted on SGA’s YouTube Account.
12. Cardinal Chirp will be released the following evening.

C. Committees

1. All Committees will be expected to continue to meet bi-weekly in virtual fashion.
2. One member from the Research Committee and one member of the Executive Initiative that corresponds with the work of that committee will serve on each Senate committee in an *ex officio* capacity.

III. The Treasury - Brendan Civitello

A. Bylaw Reform - Treasurer Civitello intends to enact Bylaw reform

1. Organizing the Bylaws
 - a) Moving existing Bylaws to more understandable locations within the document
2. Standardized process of hiring Directors (including lowering GPA requirement to match that of the Executive and Senate)
3. Addition of Removal from Office policy in line with Constitutional procedures
4. Expanded guidelines for use of the SAF

B. Student Activity Fee

1. Student Organizations may still request funds from Treasury Board. All Treasury Board meetings will be virtual. Student Org leaders should refer to emails from Treasurer Civitello for more specific details. He can also be reached at civitello@cu.edu.

SGA Frequently Asked Questions

Executive FAQ

I want to apply for a position on one of the Executive Initiatives or the Research Committee. Can I do that?

Yes! Applications will be live on the nest corresponding with Senate elections! The info sessions will take place on Thursday, September 3rd at 6:30pm and Monday, September 7th at 5pm. Visit our website or our social media pages for the Zoom links.

How can I stay up to date with what SGA is doing?

Follow up on social media! Instagram/Facebook: @catholicsga. Twitter: @catholic_sga. Visit our new website sga.catholic.edu. The office hours project is also launching soon! Be on the lookout for the Zoom link on our website and social media pages.

Will SGA be hosting Office Hours?

Yes! SGA will be launching a virtual version of our Office Hours Project. You will be able to find the specific office hour schedule for the member that you want to talk to on our website (sga.catholic.edu) and social media pages. The Office Hours zoom link will remain the same for the entirety of a month and will be sent out monthly in the Cardinal Chirp.

How can I get involved with SGA's promotional team?

The SGA promotional team will be holding an application and interview period for those who are interested and have the necessary skills to be our website manager. The application period will open in mid September. In the meantime, reach out to Secretary Abby Anger with questions (anger@cu.edu).

Senate FAQ

Will Senate elections still be held?

Yes, Senate elections will be held in the Fall on Wednesday September 23rd. All campaigning will be conducted virtually and those interested in running must attend one of the mandatory information sessions on Thursday, September 3rd at 6:30pm or Monday, September 7th at 5pm; both over Zoom.

How will Senate Meetings be conducted and how frequently?

Senate meetings will be conducted via Zoom on a bi-weekly basis. Committees will be expected to meet on the off weeks of Senate meetings.

How will public comment at Senate meetings work?

Public comment will remain at the beginning of Senate meetings. Any member of the Catholic University community may come and voice their comment during this allotted time. We will publish the Zoom links for all Senate meetings.

Can I watch the Senate meetings live or a recording of the meeting after?

Every student will be able to watch Senate meetings live as well as have the option to watch a recording that will be posted on SGA's Youtube account and website.

Treasury FAQ

Can my student organization present to Treasury Board?

Organizations can still request funds from Treasury Board. All meetings will be conducted virtually.

Do you have any other questions or concerns? Email Gerald Sharpe, President of SGA, at sharpe@cua.edu